

MUNICIPAL RECORDS CHAPTER 127

127-1. Municipal Records Committee.

127-2. Definitions.

127-3. Powers, Duties and Guidelines.

127-4. Records Management Officer.

127-5. Responsibilities of City Departments and Agencies.

127-1. Municipal Records Committee.

- A. **Membership.** In accordance with RSA 33-A, Disposition of Municipal Records, Section 33-A:3 Municipal Committees – The Municipal officers or their designee together with the clerk, treasurer, assessors and tax collector of the city shall constitute a committee to govern the disposition of municipal records pursuant to the rules promulgated by the municipal records board and the standards established by said chapter.
- B. **Terms.** All ex-officio members of the Municipal Records Committee will serve as members of the Committee as long as they hold their appointed offices in City government. The City Council may decide upon the term of its liaison member.

127-2. Definitions.

As used in the Ordinance, and in the development of the policies of the Municipal Records Committee.

Record – means all documents, papers, letters, warrants, deeds, reports, minutes of meetings, maps, charts, blueprints, photographs, films and microfilms, software used to process information as well as the information stored electronically which may be created by or provided to the City of Dover, their officers, and employees acting in their official capacities. The term shall also include books, reports, and pamphlets produced by the City, newspaper notices of official actions by the City or its officers, audio and video recordings made or received pursuant to law or ordinance or in connection with the transaction of official business of the City of Dover.

Original – refers to both the retained record copy and the copy maintained for use of the recipient or other authorized persons, or any other records designated by the Municipal Records Committee as original.

Duplicate – means any accurate, unaltered, unabridged copy of a record or series or records which is not original.

Non-record – materials are those extra copies of materials preserved only for convenience or reference as well as redundant copies of official publications of the City.

127-2

127-3

Permanent records – are those that by state statute and administrative rules, the Code of Federal Regulations, or when so designated by the Municipal Records Committee, the custody of which “shall remain with the Municipality forever” [Mur302.01]

Public Record Request Form – form to be used to process requests in accordance with RSA-91 Right to Know requirements.

Scheduled records – are those that, by state statute and administrative rules or the Code of Federal Regulations, need only be retained for a stated period. The Municipal Records Committee may determine that such records are to be maintained by the City for a period longer than the minimum required period, such determination to be made a matter of record by the Committee and incorporated in the City-wide Records Retention Schedule.

Records Retention Schedule – is the City-wide schedule indicating:

- (a) how long records are to be retained in the department responsible for their creation or use; and
- (b) how long they must be retained to satisfy requirements mandated by state statute or administrative rules, the Code of Federal Regulations, or longer periods mandated by the Municipal Records Committee before disposal or destruction.

Disposal – shall be in accordance with guidelines and procedures developed by the Municipal Records Committee to assure that records of continuing value are not inadvertently removed or destroyed. Records designated as confidential by the office or department responsible for their custody shall be disposed under the supervision of the City Records Manager in a manner that ensures the information they contain cannot be recaptured or reconstructed.

127-3. Powers, Duties, and Guidelines.

In keeping with state statute, the Municipal Records Committee is charged with carrying out the rules established by the NH Municipal Records Board [RSA 33-A:3]. The Municipal Records Committee shall:

- 1) Establish standards, procedures, and techniques for the effective management of the records of the City;
- 2) Make continuing surveys of current practices for the management of records and recommend improvements in those practices, including the use of space, equipment, and supplies to create, maintain, and store records;
- 3) Establish standards for the preparation of schedules providing for the retention of records of continuing value and for the prompt and orderly disposition of records which are no longer required to be maintained by state or federal regulations and no longer possess sufficient administrative, legal, fiscal or historical value to the City to warrant further retention;
- 4) Analyze records management procedures for efficiency, accuracy, and cost-effectiveness;
- 5) Establish, maintain, and operate a center(s) for receiving, storing, and retrieving upon request records of the City’s departments pending their disposition in a manner prescribed by law and the disposal and destruction policies developed by the Municipal Records Committee;

127-3

127-4

- 6) Develop policies and procedures governing retrieval and access to records in keeping with RSA 91-A, federal and state law, and City ordinances, always providing that such policies and procedures respect the confidential nature of some records;
- 7) Provide appropriate storage facilities and services to ensure the long-term preservation needs of the City's permanent records;
- 8) Establish a program for the efficient management of forms and files;
- 9) Accept gifts of money and/or property in the name of the City of Dover, subject to approval of the City Council, such gifts to be managed and controlled by the Municipal Records Committee; and
- 10) Hire consultants or contractors as needed.

In carrying out these duties the Municipal Records Committee shall:

- 11) Approve all records retention and disposition schedules;
- 12) Review any request for information that was denied by the Records Management Officer to determine whether the denial was in keeping with prevailing law and policies;
- 13) Make recommendations to the City Manager for the implementation of these policies; and
- 14) Shall render a report annually to the City Council regarding the development and status of the City's Records Management Program.
- 15) The City Clerk is authorized to turn over municipal records in accordance with the Municipal Records Disposition Schedule to the Trustees of the Woodman Institute. The Trustees shall keep only those records they determined to have historical significance.

127-4. Records Management Officer.

This individual is charged with the day-to-day administration of the City's records management program and carrying out the policies developed by the Municipal Records Committee.

- A. He or she shall regularly report to the Committee and recommend for their consideration and approval standards, procedures, and techniques for the effective management of records and shall be responsible for maintaining and operating centers for storing and receiving records from City departments, pending their disposition or disposal;
- B. He or she shall supervise and be responsible for all data-entry in the City's Records Management system. The records shall be periodically backed-up according to the Information Technology procedures;
- C. S/He will be responsible for implementing a program for the preservation and conservation of those records designated by statute or determination of the Municipal Records Committee as permanent or possessing historical value; and
- D. S/He will supervise the destruction or disposal of scheduled records and will attest that such destruction/disposal was carried out in the manner required by the Municipal Records Committee.

127-5

127-5

127-5. Responsibilities of City Departments and Agencies.

The officer in charge of any City Department, agency, board or commission shall:

- A. Make and preserve public records containing proper documentation of the department or agency's organization, functions, policies and procedures;
- B. Establish and maintain effective controls over the creation, maintenance, and use of records and guard against the loss or unauthorized or unlawful removal of City records while such records are in their care;
- C. Utilize the Public Record Request Form to process requests in accordance with RSA-91 Right to Know requirements.
- D. Apply provisions of the approved Records Retention Schedule to execute the orderly disposition of records including the transfer to the City Records Center(s) of non-current or inactive records; and
- E. Appoint a department member who shall act as liaison between the department or agency and the City's Record Management Officer on all matters relating to the records of the department or agency and its record-keeping practices.